

The Office of Emergency Services (OES) is in the final development stages of creating a centralized After Action/Corrective Action (AA/CA) Database. This Database will contain issues originally identified by state agencies as part of the AA/CA process when the state agency assisted with response and/or recovery activities during a declared emergency or disaster. These issues represent those activities or procedures that should be corrected to improve the State's response to future emergencies. Each issue will be accompanied by a suggested corrective action aimed at improving or correcting the identified issue. Each issue will be assigned to a State agency that is determined to be responsible for taking the suggested corrective action.

The AA/CA Database contains a Status field that reflects the latest steps that have been taken to implement the corrective action. The state agency assigned to resolving the AA issue will be responsible for updating the status on a quarterly basis until the corrective action is completed. In order to have access to the Database, state agencies must designate an authorized agency representative using the attached Database Access Authorization form. The designated agency representative(s) will only have access to those corrective action issues that are assigned to their own agency. Further, the designated agency representative(s) will only be able to edit the Status field for the corrective action issue. OES will assign a Database access code to the designated state agency representative. Each state agency may designate two individuals as authorized AA/CA Database representatives.

The attached Database Access Authorization Form must be completed by the state agency director or his/her designee for each agency representative who is being authorized to update the AA/CA Database. Return the completed form(s) signed by the Agency Director to Judy Miller, OES Preparedness Branch by December 15, 2008. If you have any questions regarding the completion of the AA/CA Database Access Form, please contact Judy Miller at (916) 845-8780 or via email at Judy.Miller@oes.ca.gov.

AFTER ACTION/CORRECTIVE ACTION DATABASE
DESIGNATION OF AUTHORIZED AGENCY DEPARTMENT CONTACT
EDIT AND/OR READ ACCESS REQUEST

Name of Agency/Department: _____

Agency/Department Representative/Contact Information

Name of Authorized Representative (Contact):

Title of Contact: _____

Contact's RIMS ID:*

Contact's E-mail Address: _____

Contact's Office Telephone Number _____

Contact's Cell Phone Number _____

Contact is authorized to view/read AA/CA Database: Yes No

Contact is authorized to edit Agency/Department AA/CA Status information: Yes No

Name, Signature and Title of Person granting read or edit rights on behalf of the
Agency/Department:

Print Name: _____

Signature: _____

Title: _____

*This web-based database requires a RIMS ID to view/read or edit this database.